

	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 1 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

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## 1.0 PURPOSE

The purposes for this process are the following:

- 1.1. To ascertain the rationale of a particular Agency program in accordance with the PSC's Legal Mandate per Republic Act 6847
- 1.2. To determine the objectives of a particular Agency program in accordance with the Philippine Sports Development Plan of 2017-2022
- 1.3. To establish the mechanics and requirements for a particular Agency program in accordance with said program's objectives
- 1.4. To ensure that a particular Agency program's design shall be carried out and implemented vis-à-vis Quality Processes stated in this Quality Standards Manual
- 1.5. To enable the PSC to comply and coordinate on various requirements with concerned government organizations and entities

## 2.0 SCOPE

- 2.1. The scope of this process is covered by the Program Research and Development Division's General Functions:
  - 2.1.1. Formulate programs and policies on the following institutional programs: 1) grassroots development, 2) Sports for All, 3) high-level development; and 4) research
  - 2.1.2. Administer research studies that are of national interest as bases of program planning and policy-making
  - 2.1.3. Monitor and document all Agency programs/projects as bases of assessment and report writing
- 2.2. This process is further strengthened by this Division's Specific Functions and Coverage:
  - 2.2.1. *Program Planning*
    - a. Reviews existing Agency policies and programs, and proposes innovations or modifications
    - b. Plans and formulates policies concerning sports promotion and program development
    - c. Provides recommendations for the development of existing programs and policies
  - 2.2.2. *Research*
    - a. Handles all types of research studies conducted by the Agency as bases for program planning and policy-making
    - b. Coordinates with other government entities pertaining to the conduct of national research

	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 2 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

### 2.2.3. *Monitoring and Documentation*

- a. Designs a system of monitoring and assessment of Agency programs, policies, and activities
- b. Handles monitoring and assessment of all programs, policies, and activities; whether funded or partially subsidized by the Agency

## 3.0 DEFINITION OF TERMS

- 3.1. Agency – refers to the Philippine Sports Commission or PSC
- 3.2. Grassroots – refers to the constituency of local government units that shall benefit from the Agency’s programs and initiatives for sports development
- 3.3. High-Level Development – refers to the utilization of sports medicine, sports science and sports psychology in the training and development of potential elite athletes, coaches and trainers
- 3.4. Institutional - refers to the Agency’s classification of core programs based on Republic Act 6847
- 3.5. Local Government Unit – refers to a province, city, municipality or barangay within the Republic of the Philippines
- 3.6. Philippine Sports Development Plan of 2017-2022 – refers to the Agency’s blueprint of programs, projects, activities, and other related initiatives towards continued sports development in the Philippines during the Administration of President Rodrigo Roa Duterte
- 3.7. Policy – refers to existing guidelines and regulations on sports as endorsed to, recommended and approved by the Board of Commissioners
- 3.8. Program – refers to a package of activities that shall contribute to the realization of the Agency’s Legal Mandate; and Vision, Mission and Objectives
- 3.9. Regional Affairs – refers to coordination and linkages with various local government units in the Philippines
- 3.10. Republic Act 6847 – refers to the Charter establishing and enacting the Agency into law on 24 January 1990
- 3.11. Sports for All – refers to the inclusion of all sectors of Philippine society in the Agency’s programs and initiatives, whether as clientele, stakeholders or beneficiaries

## 4.0 REFERENCE DOCUMENTS

- 4.1. Agency’s Mandate, Vision, Mission and Objectives
- 4.2. Republic Act 6847 and other pertinent Philippine sports laws
- 4.3. Executive and Administrative Orders
- 4.4. Philippine Sports Development Plan of 2017-2022
- 4.5. Board Resolutions
- 4.6. Quality Management Standards Manual
- 4.7. Collated data from various research activities to aid program planning

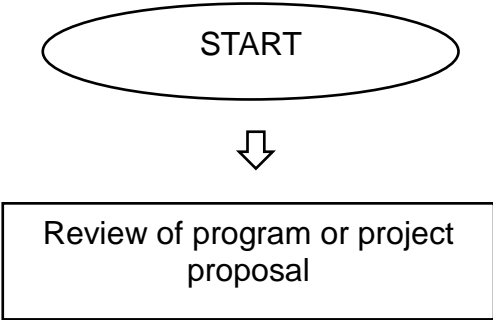
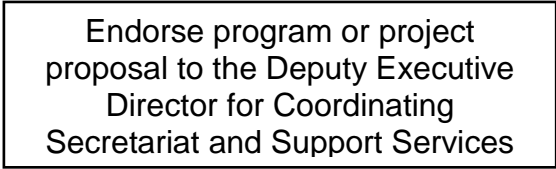
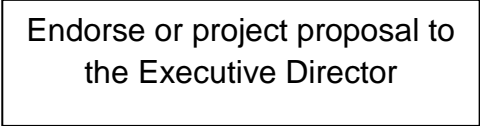
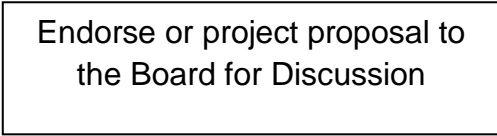
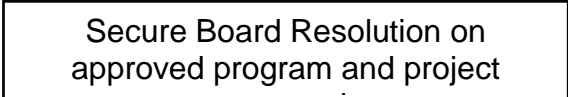
	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 3 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

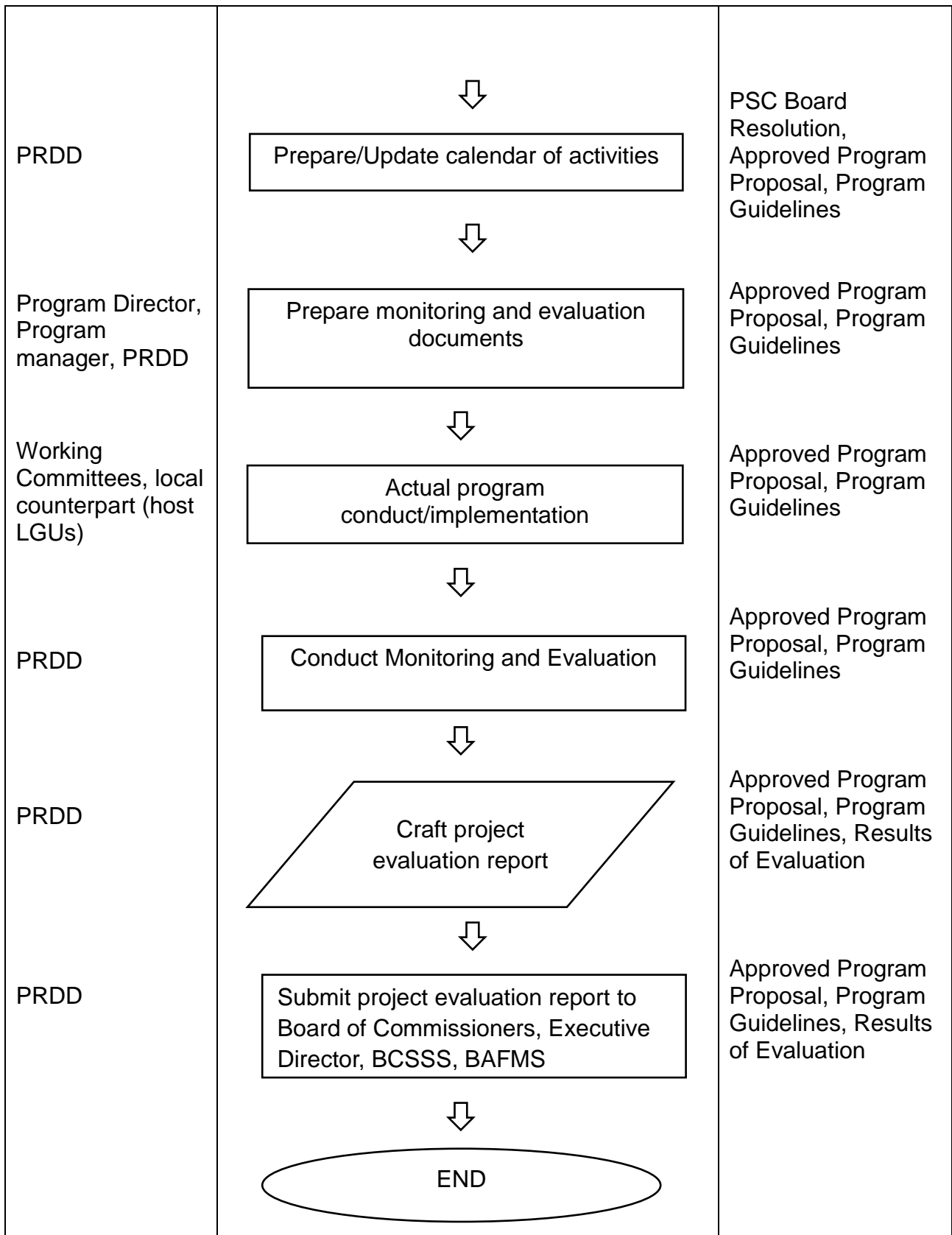
- 4.8. Minutes/documented proceedings during consultative, inter-section and directional meetings with various sectors and stakeholders
- 4.9. Approved Program Proposal
- 4.10. Program Guidelines (General and Technical, if applicable)
- 4.11. Intra-Agency Memoranda
- 4.12. Intra-Agency Office Orders
- 4.13. Intra-Agency Special Orders
- 4.14. Program Operation Manuals

	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 4 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

## 5.0 PROCESS FLOW


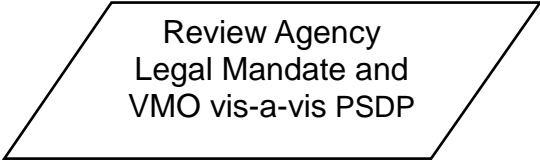
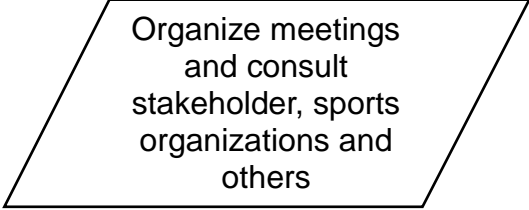
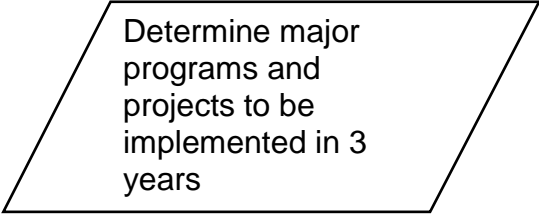
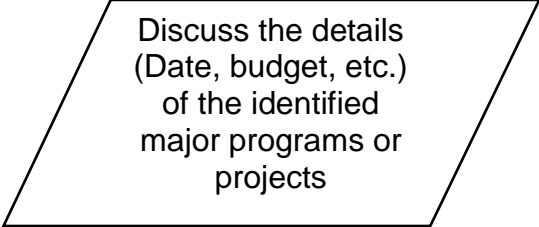
### 5.1. DESIGN PROCESS FOR REVIEW, MONITORING AND EVALUATION OF PROGRAMS AND PROJECTS

RESPONSIBLE	FLOW CHART	REFERENCE
PRDD Chief		PSC Legal Mandate, VMO, RA 6847, Pertinent Sports Laws, Philippine Sports Development Plan, Collated Data
PRDD Chief		PSC Legal Mandate, VMO, RA 6847, Pertinent Sports Laws, Philippine Sports Development Plan, Collated Data
DED, BCSSS		PSC Mandate
Executive Director		PSC Mandate
Board Secretary, PRDD		PSC Board Resolution



	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 6 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

## 5.2. DESIGN PROCESS FOR FORMULATION OF AGENCY 3-YEAR PROGRAMS AND PROJECTS

RESPONSIBLE	FLOW CHART	REFERENCE
Top and Middle Management		
		PSC Legal Mandate, VMO, RA 6847, Pertinent Sports Laws, Philippine Sports Development Plan, Collated Data
Top Management and Working Committee		PSC Mandate
Top Management and Working Committee		PSC Mandate
Top Management Middle Management Management Proponent		PSC Mandate



**PHILIPPINE SPORTS COMMISSION**

**PROGRAM RESEARCH AND DEVELOPMENT  
DIVISION OFFICE PROCEDURES**

PSC-SOP-GSDP-01

Page No.:

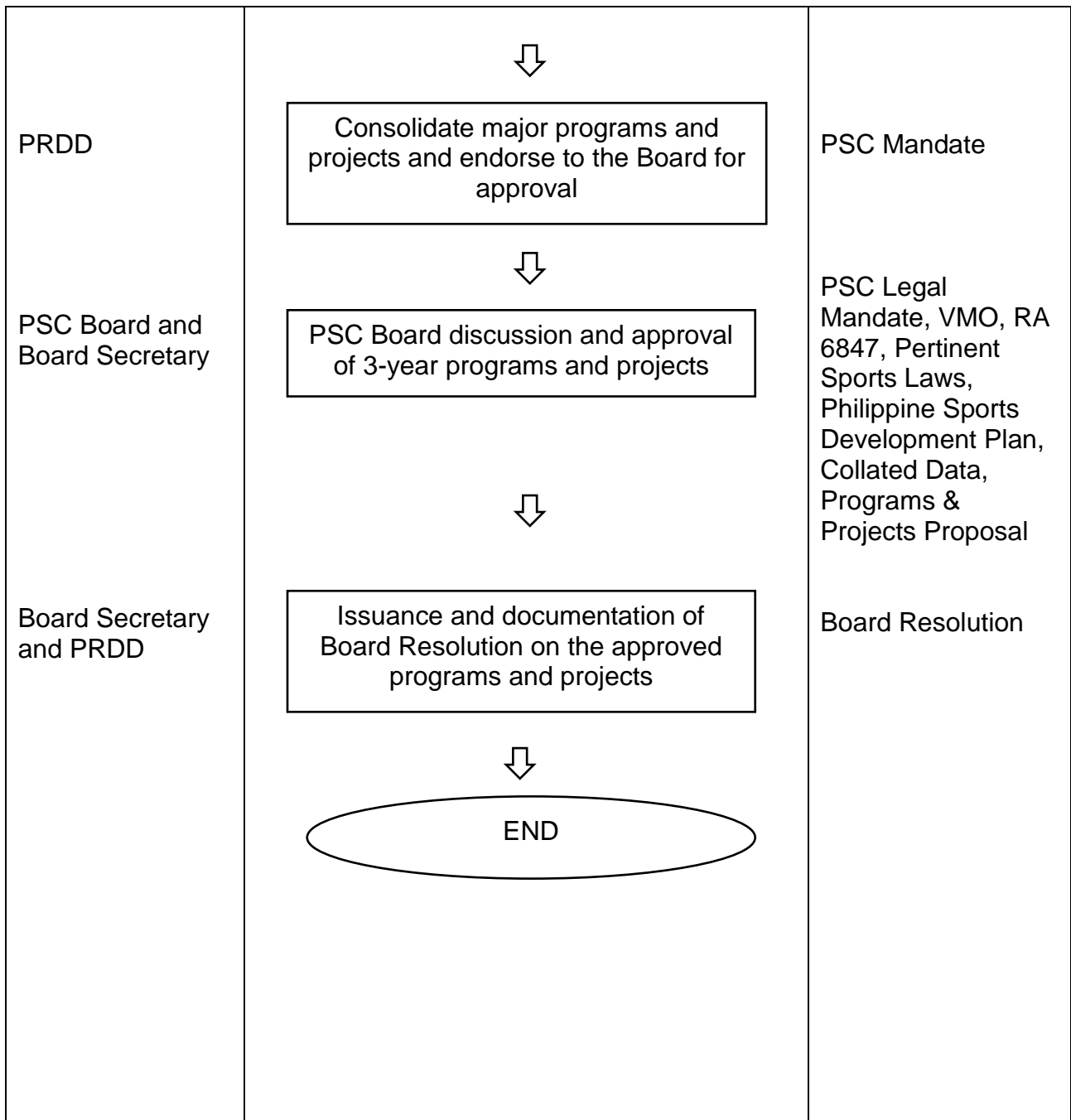
Page 7 of 12

Revision No.:

5

Effectivity:

4-13-2021



	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 8 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

### 5.3. COLLATION AND PREPARATION OF AGENCY REPORTS

#### RESPONSIBLE REFERENCE

#### FLOW CHART

PRDD		
		Memorandum, Quarterly Report Template per Office, Annual Agency Calendar
PRDD Chief		Memorandum, Quarterly Report Template per Office, Action Slip
DED-BCSSS		Memorandum, Quarterly Report Template per Office, Action Slip
Executive Director		Memorandum, Quarterly Report Template per Office, Action Slip
Records Office		RA 6847, PSC Legal Mandate, Philippine Sports Development Plan 2017-2022, Memorandum, Quarterly Report Template per Office, Annual Agency Calendar, Program Proposal, Board Resolution





**PHILIPPINE SPORTS COMMISSION**

**PROGRAM RESEARCH AND DEVELOPMENT  
DIVISION OFFICE PROCEDURES**

PSC-SOP-GSDP-01

Page No.:

Page 9 of 12

Revision No.:

5

Effectivity:

4-13-2021

<p>PRDD</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Collate Reports from various offices</div> <p style="text-align: center;">↓</p>	<p>RA 6847, PSC Legal Mandate, Philippine Sports Development Plan 2017-2022, Memorandum, Quarterly Report Template per Office, Annual Agency Calendar, Program Proposal, Board Resolution</p>
<p>PRDD</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Draft Agency Report</div> <p style="text-align: center;">↓</p>	<p>Draft of Agency Report, Action slip</p>
<p>PRDD Chief</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Endorse to the Deputy Executive Director of the Bureau on Coordinating Secretariat and Support Services</div> <p style="text-align: center;">↓</p>	<p>Draft of Agency Report, Action slip</p>
<p>DED-BCSSS</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; transform: rotate(-2deg);">Endorse to the Executive Director</div> <p style="text-align: center;">↓</p>	<p>Draft of Agency Report, Action slip</p>
<p>Executive Director</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; transform: rotate(-2deg);">Endorse to the Board of Commissioners</div> <p style="text-align: center;">↓</p>	<p>Draft of Agency Report, Action Slip</p>
<p>Top Management</p>	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">Forward to Public Communications Office</div>	<p>Draft of Agency Report</p>



**PHILIPPINE SPORTS COMMISSION**

**PROGRAM RESEARCH AND DEVELOPMENT  
DIVISION OFFICE PROCEDURES**

PSC-SOP-GSDP-01

Page No.:

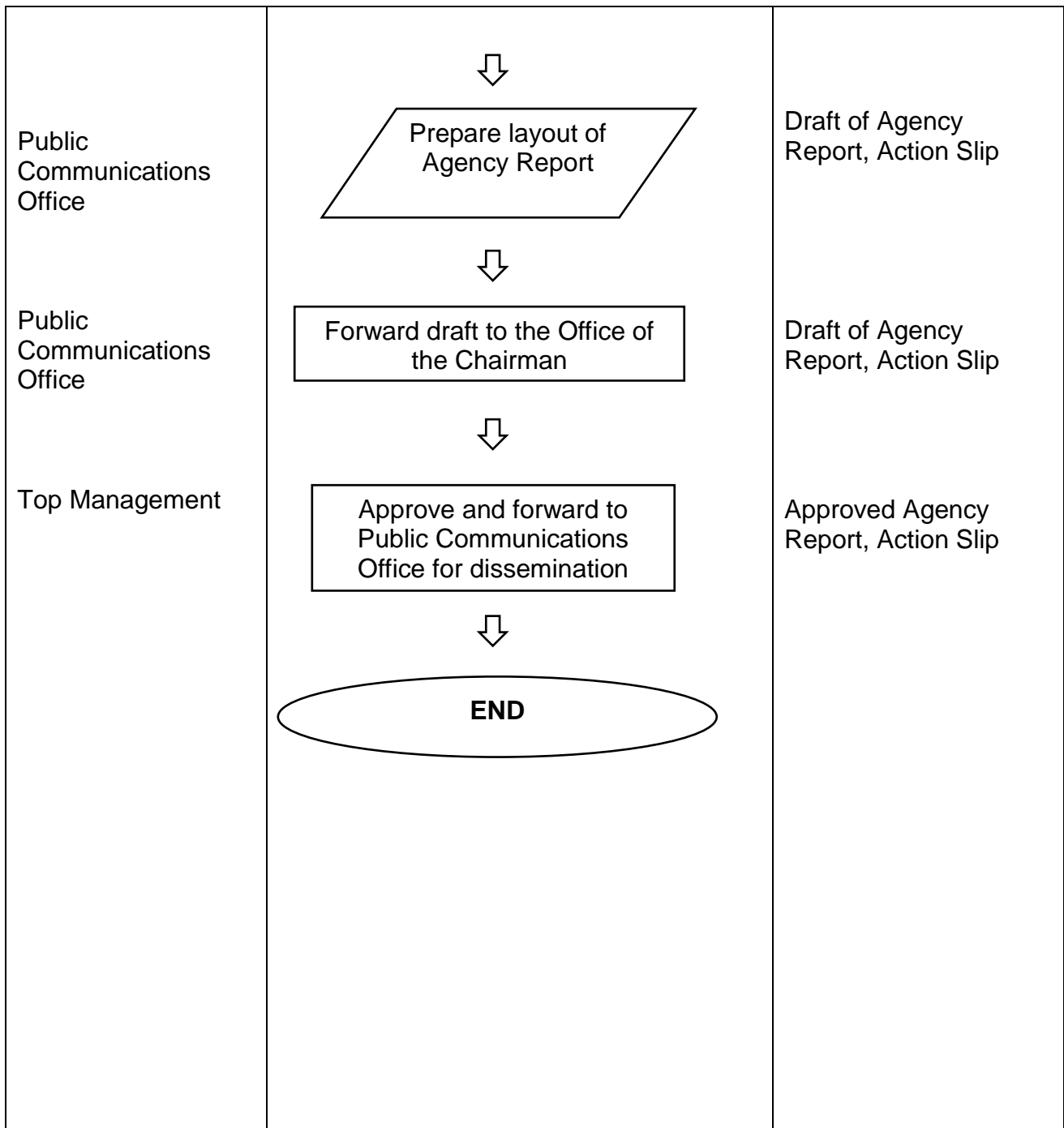
Page 10 of  
12

Revision No.:

5

Effectivity:

4-13-2021



	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 11 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

## **6.0 PROCEDURE**

### **6.1 DESIGN PROCESS FOR REVIEW, MONITORING AND EVALUATION OF PROGRAMS AND PROJECTS**

- 6.1.1. Review of program or project proposal
- 6.1.2 Endorse program or project proposal to the Deputy Executive Director for Coordinating Secretariat and Support Services
- 6.1.3 Secure Board Resolution on approved program and project proposal
- 6.1.4 Prepare/Update calendar of activities
- 6.1.5 Prepare monitoring and evaluation documents
- 6.1.6 Actual program conduct/implementations
- 6.1.7 Conduct Monitoring and Evaluation
- 6.1.8 Craft project evaluation report
- 6.1.9 Submit project evaluation report to Board of Commissioners, Executive Director, BCSSS, BAFMS
- 6.1.10 Prepare and process program collaterals, forms, material and logistical requirements, and budget for the program's implementation as stated in the Approved Program Proposal

### **6.2 DESIGN PROCESS FOR FORMULATION OF AGENCY 3-YEAR PROGRAMS AND PROJECTS**

- 6.2.1 Review Agency Legal Mandate and VMO vis-à-vis PSDP
- 6.2.2 Determine priority Agency programs/initiatives
- 6.2.3 Consult/meet with sports stakeholders and other sectors; conduct
- 6.2.4 Collate data from consultations/meetings and research
- 6.2.5 Prepare program & project proposal
- 6.2.6 Review, finalize, and endorse program & project proposal to PSC Board
- 6.2.7 PSC Board discussion and approval of 3-year programs and projects
- 6.2.8 Issuance and documentation of Board Resolution on the approved programs and projects

### **6.3 COLLATION AND PREPRATION OF AGENCY REPORTS**




- 6.3.1 Draft Memorandum regarding submission of reports
- 6.3.2 Endorse to the Deputy Executive Director of the Bureau on Coordinating Secretariat and Support Services
- 6.3.3 Endorse to the Executive Director
- 6.3.4 Forward to Records Office for Dissemination
- 6.3.5 Disseminate to various offices concerned
- 6.3.6 Collate Reports from various offices
- 6.3.7 Draft Agency Report
- 6.3.8 Endorse to the Deputy Executive Director of the Bureau on Coordinating Secretariat and Support Services
- 6.3.9 Endorse to the Executive Director

	<b>PHILIPPINE SPORTS COMMISSION</b>	Page No.:	Page 12 of 12
	<b>PROGRAM RESEARCH AND DEVELOPMENT DIVISION OFFICE PROCEDURES</b>	Revision No.:	5
	PSC-SOP-GSDP-01	Effectivity:	4-13-2021

- 6.3.10 Endorse to the Board of Commissioners
- 6.3.11 Forward to Public Communications Office
- 6.3.12 Prepare layout of Agency Report
- 6.3.13 Forward draft to the Office of the Chairman
- 6.3.14 Approve and forward to Public Communications Office for dissemination

## 7.0 FORMS ATTACHED

- 7.1. PSC Calendar of Activities
- 7.2. Program/Project/Activity Proposal Template
- 7.3. Evaluation Form for Seminars
- 7.4. General Evaluation Form for Committees
- 7.5. General Evaluation Form for Technical Officials
- 7.6. Quarterly Report per Office Templates
- 7.7. Project, Program, and Activity Revision Form
- 7.8. Evaluation Form for Webinars
- 7.9. National Sports Coaching Certification Course Evaluation Form

Prepared by/Date:		Approved by/Date:
Prepared by:  <b>LAURO O. DOMINGO, JR.</b> Chief Program Research and Development Division	Reviewed by:  <b>ANNA CHRISTINE S. ABELLANA</b> QMS Management Representative	Approved by:  <b>ATTY. GUILLERMO B. IROY, JR.</b> OIC-Executive Director 13 April 2021